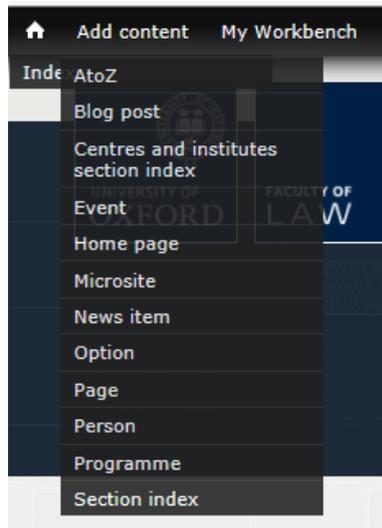


## How to add a news item

These notes show you how to add a news item to the Law Faculty website. If you have any further queries about this please email [web.support@law.ox.ac.uk](mailto:web.support@law.ox.ac.uk)

Other guidance notes for using the website can be found at: [www.law.ox.ac.uk/guidance-notes](http://www.law.ox.ac.uk/guidance-notes)

1. To add a news item, navigate to the top menu bar and select the 'News item' option, as in the screenshot below.



2. You will navigate to a 'Create news item' screen. You can then work through this screen adding your item including images, pdfs and links to other sites or pages. Work through the fields on each part of the form by clicking through the left hand menu to make sure you have included all the relevant information.

New content: *Your draft will be placed in moderation.*

<b>Content</b>	<b>Title</b>
<b>People and contacts</b>	
<b>Images</b>	<b>DISPLAY DATE</b>
<b>Related</b>	<b>Date</b>
<b>Taxonomy</b>	<input type="text" value="3 May 2016"/>
<b>Legacy</b>	E.g., 3 Jun 2016
<b>Access control</b>	
<b>XML sitemap</b> Inclusion: Default (included) Priority: Default (0.5)	<b>Introduction</b>
<b>URL path settings</b> Automatic alias	
<b>Meta tags</b> Using defaults	This field is displayed in the header area of the page as a standfirst or callout. It is not typically shown on listing pages. Please keep this to
<b>Revision scheduler</b>	<b>Body (Edit summary)</b>
<b>Authoring information</b> By katie.light	<b>B I U</b> [List] [Link] [Image] [Table] [Code] [Format] [Undo] [Redo] [Save] [Cancel]
<b>Publishing options</b> Promoted to front page, Draft (Current)	

How to add a news item

**Content:**

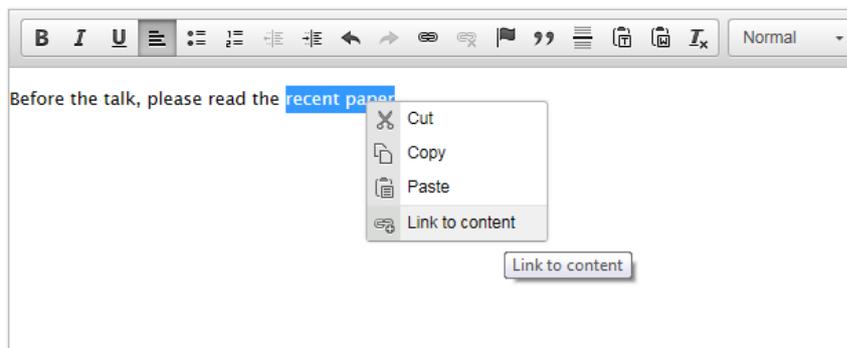
Use this section to add the title and body text of your news item including any pdfs/images to be linked from your news item.

For notes on how to add a pdf see: <https://www.law.ox.ac.uk/content/how-add-pdf>

For notes on using images on the website see: <https://www.law.ox.ac.uk/content/adding-and-using-images>

To add a link to an external website type the text you wish to link e.g. 'Before the talk, please read the **recent paper.**'

Highlight the text and right click, selecting the 'Link to content' option:



You can either link to content in the faculty site using the 'Search for content' field or to an external site by adding a URL.

If you are copying and pasting any text from Word, make sure you use the 'paste from word' button so that your text is correctly formatted:



**People and contacts:**

Use this to link a profile to the news item so that it will show up on the right hand side of the item. This could be a link to the person who wrote the item, gave the talk or could be contacted about further information.

To link to a person with a profile on the faculty website use the 'Associated People' type ahead field. 'External contact' can be used for people outside of the faculty.

## How to add a news item

The image shows two sections of a form. The first section is titled 'ASSOCIATED PEOPLE' and contains a plus sign icon and a text input field. Below this is a button labeled 'Add another item'. The second section is titled 'EXTERNAL CONTACT' and contains the instruction 'Add external contacts here.' followed by two input fields labeled 'Contact' and 'Contact email'.

### **Images:**

The images tab enables you to add a main image (which will appear at the top of the page) and a listing image (the image that displays on listing pages e.g. the homepage and the main news page).

For information about image sizes, please see: <https://www.law.ox.ac.uk/content/adding-and-using-images>

### **Related:**

Use the 'related' section to add links to other pages or sites which will appear on the right hand side of your post. To make it easier for users to navigate to your blog homepage you can add links to related microsites (e.g. centres, research projects) under the 'see also' section. This is a type ahead field which enables you to look for pages within the site.

For external websites please use the 'related websites' section e.g. for links to other related articles etc.

### **Taxonomy:**

You can add a **news type** to the item here to tag it as a podcast or video. If your item does not have a 'news type' you can leave this blank.

Use this to add the **theme** of your news item (this is a site wide list) for example 'Human Rights Law'. Site visitors can filter news by theme and it is possible to add more than one theme to a news item.

Under taxonomy you can also **Link to a Faculty Centre, Institute, Project etc.** (by linking to the relevant microsite) this means it will show up in the 'news' section of this site as well as on the main news page.

Use **News Sponsor** if relevant to your item, this is a type ahead field. If you cannot find the sponsor information you are looking for, please email [web.support@law.ox.ac.uk](mailto:web.support@law.ox.ac.uk)

## How to add a news item

---

### News type

### Theme

### Link to Faculty Centre, Institute, Project, etc.

### News sponsor

### **Revision scheduler:**

To schedule a post to publish at a later date, use the 'Revision scheduler' tool. Using the drop down menu set the 'Scheduled operation' to 'Moderate to Published'. You can then add in the date and time you would like your item to be published.

You do not need to use this section if you want to publish your item immediately.

---

### Scheduled operation

### Scheduled date \*

Date \*

E.g., 2016-06-04

Time \*

E.g., 14:35

Format: *2016-05-04 14:37*. The timezone is *Europe/London*.

Note: you will also need to make sure the Display Date in the '**content**' section matches your scheduled date.

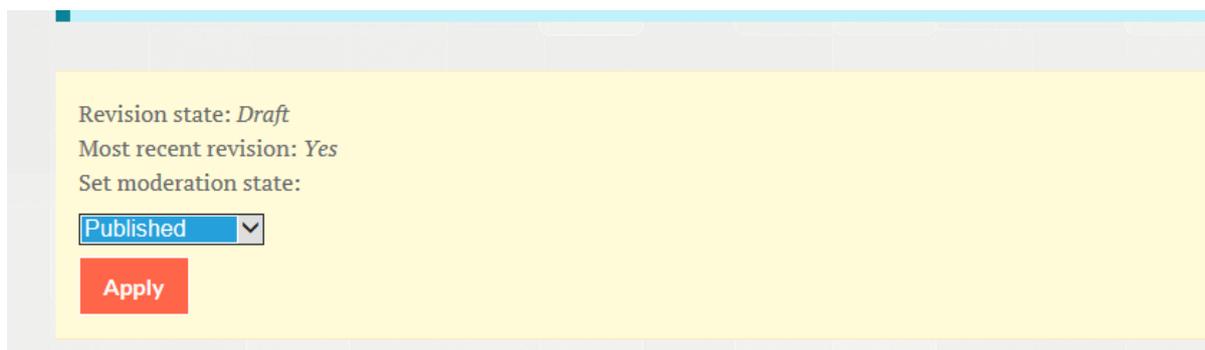
How to add a news item

### ***Publishing options:***

Use this section to select to either promote your news item to the front page (the default option) or untick the box so that it does not show up on the faculty homepage. The item will then show up in the main news page and on your microsite but not in the list of the six most recent news items on the homepage. You might want to use this option if you are promoting something which will not be of interest to all faculty audiences e.g. a call for papers relating to your specific project or centre.

### ***Publishing your post:***

Once you have finished your post you can set it to be published by setting the 'Moderation State' to 'published'. You can also use the save icon at the bottom of the form and then select the moderation state as published and click 'Apply' in the highlighted yellow box on the screen, as below.

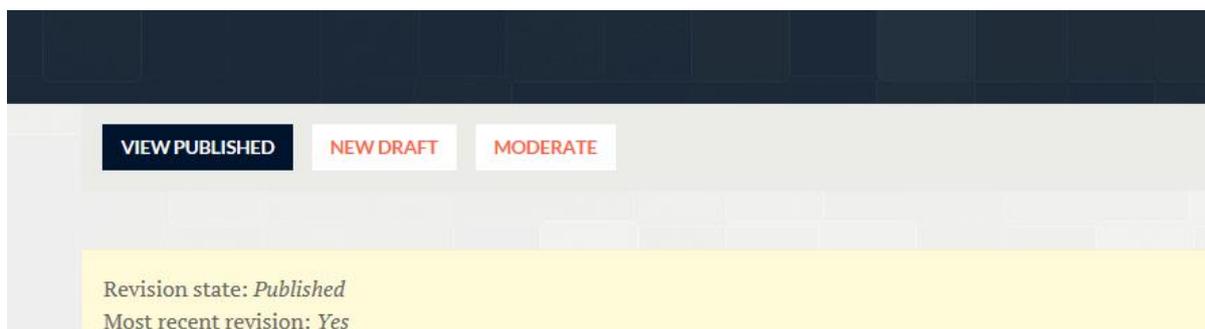


A screenshot of a web interface showing a moderation state selection box. The box is highlighted in yellow and contains the following text: "Revision state: *Draft*", "Most recent revision: *Yes*", and "Set moderation state:". Below this text is a dropdown menu with "Published" selected and a small downward arrow. Below the dropdown is a red button with the text "Apply".

Some users may not have permission to publish a news item and may need to forward a request to [web.support@law.ox.ac.uk](mailto:web.support@law.ox.ac.uk) for the item to be published. Please send an email with the title of the news item you wish to publish and someone will be able to assist you with this.

### **Editing a news item once published**

To make a change to a news item once it has been published, navigate to the post you want to change and click on the 'new draft' icon.



A screenshot of a web interface showing a moderation state selection box. The box is highlighted in yellow and contains the following text: "Revision state: *Published*", "Most recent revision: *Yes*", and "Set moderation state:". Below this text is a dropdown menu with "Published" selected and a small downward arrow. Below the dropdown is a red button with the text "Apply".

When you have made the required changes remember to save the post again and make sure that you publish the post for the changes to take effect.